



## **Shire of Halls Creek Employment Opportunities**

### **Customer Service Officer – Multi-Role (Fixed Term)**

Applications are invited for the position of Customer Service Officer – Multi-role.

### **About the Opportunity**

As the Customer Service Officer Multi-role you will work in a variety of areas ranging from reception, transport licensing and our library, tourism centre and post office. You will:

- welcome visitors to the Shire Office and provide Department of Transport licensing services
- maintain our library
- provide administrative support, sell merchandise, sort mail and undertake bank transactions at our Post Office
- promote and sell local tourism services as well as merchandise

Customer service and/or administration experience is desirable, along with a passion for customer service and being agile in your work. A starting salary of \$45-\$52K, dependent on experience, is on offer. Attractive employee benefits include five weeks annual leave with 17.5% leave loading.

To apply for the position:

1. Complete the job application form which is available online at [www.halls creek.wa.gov.au](http://www.halls creek.wa.gov.au)
2. Submit it along with your Resume and a covering Letter addressing the Selection Criteria found in the Position Description available on our website.
3. Applications must be addressed to the **Chief Executive Officer, Shire of Halls Creek, PO Box 21, Halls Creek WA 6770** or Email to: [hcshire@hcshire.wa.gov.au](mailto:hcshire@hcshire.wa.gov.au)

Applications accepted until position has been fulfilled.

### **The Shire of Halls Creek is an Equal Opportunity Employer**

For further information on this position, please contact Lloyd Barton, Director Corporate Services on (08) 9168 6007 or email: [dcs@hcshire.wa.gov.au](mailto:dcs@hcshire.wa.gov.au)